

SCHEME OF DELEGATION

Sally Murton / 80162 / Current Constitution / Scheme of Delegations
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1. INTRODUCTION		
1.1	In order to provide a practical method of operational and financial management throughout the Organisation, Officers have been given certain powers by the Fire & Rescue Authority in the form of Officer Delegations.	FA 18.5.09 Min No 150
1.2	Under the provisions of the Local Government Act 1972, the Organisation is required to maintain a list of powers delegated to Officers and to make it available for inspection purposes.	FA 18.5.09 Min No 150
1.3	This list of delegated powers is maintained by the Monitoring Officer and forms an integral part of the Authority's overall governance arrangements.	FA 18.5.09 Min No 150
1.4	These delegated powers, as detailed in the following Sections, may from time to time be amended, added to or reduced in the interest of operational efficiency as determined by the Fire & Rescue Authority. The most up to date version of this Scheme of Delegations will be maintained on the Services intranet site.	FA 18.5.09 Min No 150
1.5	In choosing whether or not to exercise a delegation, Officers should be mindful of the over-riding need to comply with the Fire & Rescue Authority Standing Orders and Financial Regulations (and any associated Financial Policies and Procedures). They should also consider whether or not it would be appropriate to consult other officers or Members before exercising a delegation.	FA 18.5.09 Min No 150
1.6	For the purposes of this Scheme of Delegations, the term "Organisation" includes the South Wales Fire and Rescue Service and/or the South Wales Fire & Rescue Authority as appropriate.	FA 18.5.09 Min No 150
1.7	For clarity the statutory posts of the Organisation are filled by the following officers: Head of Paid Service : Chief Fire Officer Responsible Financial Officer: Treasurer Monitoring Officer: ACO Corporate Support	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09

<p>2. <u>GENERAL DELEGATIONS</u></p>	
<p>2.1. General</p>	
<p>2.1.1 In relation to Principal Officers and Heads of Service, delegated powers are identified against each position as outlined in the paragraphs below.</p>	<p>FA 18.5.09 Min No 150</p>
<p>2.1.2 Where delegations are given below Principal Officer level, this does not prevent the relevant Principal Officer also exercising these powers. Principal Officers may also request reports upon the exercise of delegated powers by an officer as and when they consider appropriate.</p>	<p>FA 18.5.09 Min No 150</p>
<p>2.1.3 Any reference in these delegations to a Post or Office e.g. ACO People Services, Head of Finance & Procurement etc. shall be to the post holder or office holder at that time and if the title of the Post or Office is changed or the functions of the Post or Office are varied, then the reference will be to the Officer undertaking the relevant function at that time.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>2.1.4 All staff are given authority to act and take decisions commensurate with their level of responsibility and in accordance with the Organisation's agreed policies and procedures in force at that time</p>	<p>FA 18.5.09 Min No 150</p>
<p>2.1.5 In considering the Scheme of Delegation it should be noted that operational personnel performing the role of 'Incident Commander' have authority to carry out their respective duties in accordance with the Service's Standard Operating Procedures and the South Wales Incident Command System. In addition to the above, suitably trained Officers will have the authority to fulfil the role of 'Gold', 'Silver' and 'Bronze' Commander at multi-agency incidents, where circumstances require.</p>	<p>FA 18.5.09 Min No 150</p>
<p>2.1.6 Those personnel who are qualified as Emergency Fire Appliance drivers have authority to exercise the powers under Section 87 of the Road Traffic Act 1984, when responding to emergency call.</p>	<p>FA 18.5.09 Min No 150</p>

2.2. Principal Officers	
2.2.1 Manage the Organisation in the absence of the Chief Fire Officer and Deputy Chief Fire Officer, and, as such, make decisions as required.	FA 18.5.09 Min No 150
2.2.2 To determine policy and procedures to ensure the Organisation discharges its statutory duties and ensures efficient and effective service delivery.	FA 18.5.09 Min No 150
2.2.3 Accept tenders and make contracts in accordance with the Organisations Contract Standing Orders.	FA 18.5.09 Min No 150
2.2.4 Authority to make all necessary decisions to effectively manage the Directorate in a manner consistent with the Corporate objectives and Directorate Plans of the Organisation, to ensure that the Organisation discharges its statutory duties and to ensure efficient and effective service delivery.	FA 18.5.09 Min No 150
2.2.5 Incur expenditure and authorise use of resources within the approved budget of the Fire & Rescue Authority.	FA 18.5.09 Min No 150
2.2.6 Approve a scale of chargeable services on behalf of the Organisation.	FA 18.5.09 Min No 150
2.2.7 To agree responses on behalf of the Organisation to consultations or similar exercises by external agencies, including the Welsh Assembly Government	FA 18.5.09 Min No 150
2.2.8 Principal Officers acting as Executive Leadership Team to approve the Organisations Risk Management Policy Statement and Strategy	FA 18.5.09 Min No 150
2.2.9 To determine approved budget holders within their directorate.	DLAICT del. 7.1.6 31/08/09 FA 18.5.09 Min No 150
2.2.10 To take necessary action and decisions in accordance with the level of authority given to them in the Organisation's Financial Regulations.	FA 18.5.09 Min No 150
2.2.11 Donate time-expired appliances and/or equipment that has no significant value, to appropriate causes, subject to the approval of the Fire & Rescue Authority.	FA 18.5.09 Min No 150
	DLAICT del. 7.1.6 31/08/09

2.3. All Principal Officers and Heads of Service

2.3.1	Initiation, development, delivery, review and revision of partnership schemes, collaborations and projects for the furtherance of the Organisation's priorities and objectives.	FA 18.5.09 Min No 150
2.3.2	Approve visits of staff to other Fire & Rescue Authorities, or organisations or undertakings for the purposes of the work of the Organisation.	FA 18.5.09 Min No 150
2.3.3	In accordance with the Financial Regulations of the Organisation, Principal Officers have the authority to approve virements up to but not exceeding £5,000 per approved budget heading per financial year.	FA 18.5.09 Min No 150
2.3.4	In accordance with the Financial Regulations of the Organisation, Heads of Service, have the authority to approve virements up to but not exceeding £1,000 per approved budget heading per financial year.	FA 18.5.09 Min No 150
2.3.5	Approve officers attendance at courses, seminars, training events, conferences and similar within the approved training budget, except where the event is outside of the UK when Fire & Rescue Authority approval will be required.	FA 18.5.09 Min No 150
2.3.6	Authorise travel, subsistence and other allowances in accordance with the Organisation's approved schemes.	FA 18.5.09 Min No 150
2.3.7	Authorise the exchange of information with other individuals or organisations in accordance with the law and any agreed protocols or procedures following consultation, where necessary, with the Business Support and Knowledge Manager.	FA 18.5.09 Min No 150
2.3.8	Prepare, review, amend and implement operating policies and procedures to assist the Organisation in discharging its statutory and other duties.	FA 18.5.09 Min No 150
2.3.9	In consultation with the People Services Directorate and in accordance with agreed procedures, approve promotions and temporary promotions.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
2.3.10	Source funding opportunities for the Organisation to assist it in discharging its statutory duties (acceptance to be determined by the Chief Fire Officer or ACO Corporate Support as per their respective delegations).	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09

2.4. Principal Officer on Duty		
2.4.1	Authority to take all necessary action to respond to and co-ordinate the response of the Organisation to an incident, major emergency or disaster and where appropriate to report the action taken to the Chairperson of the Fire Authority.	FA 18.5.09 Min No 150
2.5 All Operational Staff		
2.5.1	Power under the Fire Services Act 2004 for the purposes of: (a) s.38: securing a suitable supply of water in the event of a fire (b) s.44: powers of fire-fighters etc in an emergency etc (c) ss.45 & 46: obtaining information and investigating fires	FA 18.5.09 Min No 150
2.5.2	Power to utilise the exemptions under the Road Traffic Acts when responding to an emergency	FA 18.5.09 Min No 150
2.5.3	Authority to undertake familiarisation visits at risk premises to assist the Organisation in discharging its duties under s.7.2.d of the Fire Services Act 2004.	FA 18.5.09 Min No 150
2.6. Budget Holders		
2.6.1	In accordance with Financial Policies and Procedures of the Organisation, authority to incur expenditure and ensure control over departmental budgets and the implementation of devolved budgets.	FA 18.5.09 Min No 150

<p>3. <u>CHIEF FIRE OFFICER, or in his/her absence, the DEPUTY CHIEF FIRE OFFICER</u></p>	
<p>3.1 To take all necessary action within approved budgets to discharge the duties, functions and responsibilities of the Organisation under or in relation to the Fire Services Act 2004 including power to authorise officers to take action under any provision or supplementary power contained within that Act.</p>	<p>FA 18.5.09 Min No 150</p>
<p>3.2 To take all necessary action to respond to and co-ordinate the response of the organisation to a major emergency or disaster and subsequently to report to the Chairperson of the Fire & Rescue Authority where appropriate.</p>	<p>FA 18.5.09 Min No 150</p>
<p>3.3 To deploy staff, vehicles, resources and equipment and to utilise the Authority's buildings and other assets in the most effective manner to discharge the Organisations responsibilities</p>	<p>FA 18.5.09 Min No 150</p>
<p>3.4 Incur expenditure on behalf of the Organisation in accordance with approved budgets.</p>	<p>FA 18.5.09 Min No 150</p>
<p>3.5 In accordance with Contract Standing Orders, authority to waive any requirements of the Contract Standing Orders for specific projects provided that, where the project is likely to exceed £40,000, the Chairperson or Vice Chairperson of the Fire & Rescue Authority is consulted.</p>	<p>FA 18.5.09 Min No 150</p>
<p>3.6 Sell, or dispose of, at the best price reasonably obtainable, surplus vehicles, plant, stores and equipment, subject to an auction or competitive tenders being obtained in writing, unless otherwise approved by the Fire & Rescue Authority.</p>	<p>FA 18.5.09 Min No 150</p>
<p>3.7 Donate time-expired appliances and/or equipment that has no significant value, to appropriate causes, subject to the approval of the Fire & Rescue Authority.</p>	<p>FA 18.5.09 Min No 150</p>
<p>3.8 In accordance with the Financial Standing Orders of the Organisation, approve virements between £10,000 and £50,000 and following consultation with the Treasurer, approve virements between £50,000 and £100,000 providing that the Chairperson or Vice Chairperson of the Fire & Rescue Authority is notified of all virements in excess of £50,000.</p>	<p>FA 18.5.09 Min No 150</p>

3.9 On behalf of the Organisation, implement all national conditions of service and such other local agreements as may be determined by the Fire & Rescue Authority from time to time.	FA 18.5.09 Min No 150
3.10 To execute and arrange for the sealing of documents on behalf of the Organisation.	FA 18.5.09 Min No 150
3.11 To sign any document on behalf of the Organisation.	FA 18.5.09 Min No 150
3.12 Act in matters of urgency in the interests of the Organisation, subject to:- a) the action being in accordance with Authority's policy; and b) details of the action being reported to the next available meeting of the Fire & Rescue Authority.	FA 18.5.09 Min No 150
3.13 In consultation with the Chairperson and or the Vice Chairperson of the Fire & Rescue Authority, take such action as considered necessary to mitigate risk to the community in relation to any anticipated or actual industrial action.	FA 18.5.09 Min No 150
3.14 Accept offers of external funding in consultation with the Treasurer or ACO Corporate Support, where appropriate, subject to the details of any such acceptance being reported to a future meeting of the Fire & Rescue Authority.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
3.15 Consider and determine applications from employees regarding secondary employment in accordance with the policy of the Organisation.	FA 18.5.09 Min No 150

4. <u>SERVICE DELIVERY DIRECTORATE</u>	
<u>OPERATIONS DEPARTMENT</u>	
4.1 DCFO Service Delivery & Head of Operations	FA 18.5.09 Min No 150
4.1.1 To take all necessary action to secure provision of emergency call response and mobilisation procedures under the Fire Services Act 2004.	DLAICT del. 7.1.6 31/08/09
4.1.2 To take all necessary action on a day to day basis to ensure that equipment, appliances and personnel are located or transferred to best meet the Organisation's operational requirements.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.2 Group Manager - Operations	
4.2.1 To take all necessary action on a day to day basis to ensure that equipment and personnel are located or transferred to best meet the Organisation's operational requirements.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.2.2 To take all necessary decisions for the Operations Department in respect of the individual references allocated by the Head of Service	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.3 Station Commanders (WT and RDS) – Operations	
4.3.1 Authorise the use of Station accommodation to community and/or other agency groups in accordance with agreed Organisational procedures.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.3.2 Determine and implement their station's obligations and responsibilities in relation to Community Safety activities.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.4 Station Manager – Operations	
4.4.1 Authority to redeploy personnel on non-operational duties to alternative duties in other Departments/Directorates and identify suitable work activities for such persons.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.4.2 Authority to make decisions on the redeployment of support vehicles and equipment of Operations to Stations, where appropriate, to support service delivery needs.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6

		31/08/09
4.5	Watch Manager (and Crew Manager in the absence of the Watch Manager)	FA 18.5.09 Min No 150
4.5.1	Take necessary actions to ensure the delivery of training for watch personnel in line with the Station Risk Profile and to ensure maintenance of competencies.	DLAICT del. 7.1.6 31/08/09
4.5.2	Authority to undertake familiarisation visits at risk premises to assist the Organisation in discharging its duties under S.7.2.d. of the Fire Services Act 2004.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.6	Group Manager 'B' – Emergency Control (and Station Manager – Emergency Control in the absence of the Group Manager B – Emergency Control)	
4.6.1	To take all necessary decisions within approved budget to ensure the Organisation discharges its statutory duties under the Fire Services Act 2004 to maintain Fire Control services within the Organisation.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.7	Watch Managers – Emergency Control and to the Crew Manager in the absence of the Watch Manager	
4.7.1	Take all necessary action to ensure first line support is implemented in the event of any loss or failure to the mobilising and communications systems and in the event of major power loss, ensure a prompt and effective 'fallback' and evacuation procedure is followed.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.7.2	Authority to receive emergency calls and mobilise resources in accordance with approved policies and procedures. This includes informing other agencies of information relevant to emergency incidents.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.8	Firefighter – Emergency Control	
4.8.1	Authority to receive emergency calls and mobilise resources in accordance with approved policies and procedures. This includes informing other agencies of information relevant to emergency incidents.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09

<p>4.9 Operations Central Staffing Office Manager</p> <p>4.9.1 In consultation with the Group Manager (Improvement) – Operations, authority to manage the transfer of personnel within the Operations Department, including those who are temporary or permanently promoted, in line with Organisational policy and procedures, to ensure satisfactory crewing levels and Officer availability for the delivery of intervention services.</p> <p>4.10 Operations Central Staffing Administrative Officers</p> <p>4.10 Authorise to detach personnel for wholetime and RDS duty systems to ensure the adequate crewing of appliances to support front end delivery of intervention services. This includes authorising and refusing request from Operations personnel in connection with time off.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p> <p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
RISK REDUCTION DEPARTMENT	
<p>4.11 DCFO Service Delivery</p> <p>4.11.1 To discharge the Organisation's powers and duties (including the institution and carrying out of legal proceedings following consultation with the legal advisor) in relation to Fire Safety under the Regulatory Reform (Fire Safety) Order 2005.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.11.2 Power to authorise entry, appoint inspectors and authorise individual officers in writing to discharge appropriate functions under the Regulatory Reform (Fire Safety) Order 2005</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.11.3 Power to comply with any requirement of a decision, order or direction of a court or tribunal, in relation to fire safety statutory provisions, insofar as it relates to the Organisation, subject to taking appropriate legal advice.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.11.4 Initiation of Fire Investigations and reporting on the conclusions and recommendations of such investigations.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>

4.11.5 In the absence of the Chief Fire Officer or ACO Corporate Support, execute and arrange for the sealing of documents on behalf of the Organisation.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.11.6 In the absence of the Chief Fire Officer or ACO Corporate Support, sign documents on behalf of the Organisation.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.12 Head of Risk Reduction 4.12.1 Authority to enforce the Regulatory Reform (Fire Safety) Order 2005.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.12.2 Under the Regulatory Reform (Fire Safety) Order, issue and serve formal cautions and prohibition notices and act as authorised signatory for such correspondence and documentation.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.12.3 Under the Regulatory Reform (Fire Safety) Order 2005, power to respond to the findings of investigations, issue and serve prohibition notices, enforcement notices and alteration notices and to act as authorised signatory for such correspondence and documentation.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.12.4 Authority to establish and maintain partnerships with Unitary Authorities, Commerce and industry, Enforcing Authorities and other stakeholders.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
4.12.5 Authority to carry out investigations in relation to potential fire safety offences,	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09

<p>4.12.6 The examination of, and if necessary, objection to the granting, reviewer renewal of Licences and / or Registrations by the Licensing Authority under the Licensing Act 2003, Gambling Act 2005 or any other Licences or Registrations that the Fire & Rescue Authority is requested to consider under these or any subsequent enactment.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.12.7 Discharging the Fire & Rescue Authority's functions in relation to consultation with Local Authorities under the Housing Act 2004, Section 10, houses in multiple occupation</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.12.8 Act as authorised signatory for correspondence and documentation relating to the following:-</p> <ul style="list-style-type: none"> • Fire Safety and Safety of Places of Sport Act 1987 (Designated Grounds and Regulated Stands) • Safety of Sports Grounds Act 1975 (Letters) • Building Regulations Consultations. 	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.12.9 Powers of an Inspector for the purpose of discharging the Fire Authority's duties in accordance with the following Legislation and Regulations:-</p> <ul style="list-style-type: none"> • Regulation 27 of the Regulatory Reform (Fire Safety) Order 2005 or any statutory amendment or re-enactment thereof. • Fire & Rescue Services Act 2004. • Health and Safety at Work Act 1974. • The Construction (Design & Management Regulations 2007 • The Safety Signs and Signals Regulations 1996. • The Dangerous Substances (Notification and Marking of Sites) Regulations 1990. <p>and, take any other action relating to the Authority's role as Enforcing authority in respect of the Regulatory Reform (Fire Safety) Order 2005.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.12.10 Under the Regulatory Reform (Fire Safety) Order 2005, issue and serve action plans, notification of fire safety deficiencies, and general correspondence including non-statutory reports.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>

<p>4.12.11 Act as authorised signatory for correspondence and documentation relating to the following:-</p> <ul style="list-style-type: none"> • Informal education and advice. • Gaming Act 1968 – Consultation • Licensing Act 2003 – Consultation • Housing Act 2004 – Consultation • Other Consultations 	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>Group Managers – Fire Safety</p> <p>4.13.1 Under the Regulatory Reform (Fire Safety) Order 2005, power to respond to the findings of investigations, issue and serve prohibition notices, enforcement notices and alteration notices and to act as authorised signatory for such correspondence and documentation.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.13.2 Authority to establish and maintain partnerships with Unitary Authorities, Commerce and industry, Enforcing Authorities and other stakeholders.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.13.3 Authority to carry out investigations in relation to potential fire safety offences,</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.13.4 The examination of, and if necessary, objection to the granting, reviewer renewal of Licences and / or Registrations by the Licensing Authority under the Licensing Act 2003, Gambling Act 2005 or any other Licences or Registrations that the Fire & Rescue Authority is requested to consider under these or any subsequent enactment.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.13.5 Discharging the Fire & Rescue Authority’s functions in relation to consultation with Local Authorities under the Housing Act 2004, Section 10, houses in multiple occupation</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>

<p>4.13.6 Act as authorised signatory for correspondence and documentation relating to the following:-</p> <ul style="list-style-type: none"> • Fire Safety and Safety of Places of Sport Act 1987 (Designated Grounds and Regulated Stands) • Safety of Sports Grounds Act 1975 (Letters) Building Regulations Consultations. 	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.13.7 Powers of an Inspector for the purpose of discharging the Fire Authority's duties in accordance with the following Legislation and Regulations:-</p> <ul style="list-style-type: none"> • Regulation 27 of the Regulatory Reform (Fire Safety) Order 2005 or any statutory amendment or re-enactment thereof. • Fire & Rescue Services Act 2004. • Health and Safety at Work Act 1974. • The Construction (Design & Management Regulations 2007 • The Safety Signs and Signals Regulations 1996. • The Dangerous Substances (Notification and Marking of Sites) Regulations 1990. <p>and, take any other action relating to the Authority's role as Enforcing authority in respect of the Regulatory Reform (Fire Safety) Order 2005.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.13.8 Under the Regulatory Reform (Fire Safety) Order 2005, issue and serve action plans, notification of fire safety deficiencies, and general correspondence including non-statutory reports.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.13.9 Act as authorised signatory for correspondence and documentation relating to the following:-</p> <ul style="list-style-type: none"> • Informal education and advice. • Gaming Act 1968 – Consultation • Licensing Act 2003 – Consultation • Housing Act 2004 – Consultation • Other Consultations 	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.14 Station Manager – Fire Safety</p> <p>4.14.1 Authority to carry out investigations in relation to potential fire safety offences,</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>

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<ul style="list-style-type: none"> • Gaming Act 1968 – Consultation • Licensing Act 2003 – Consultation • Housing Act 2004 – Consultation • Other Consultations 	
<p>4.15 Watch Manager – Fire Safety</p> <p>4.15.1 Powers of an Inspector for the purpose of discharging the Fire Authority's duties in accordance with the following Legislation and Regulations:-</p> <ul style="list-style-type: none"> • Regulation 27 of the Regulatory Reform (Fire Safety) Order 2005 or any statutory amendment or re-enactment thereof. • Fire & Rescue Services Act 2004. • Health and Safety at Work Act 1974. • The Construction (Design & Management Regulations 2007 • The Safety Signs and Signals Regulations 1996. • The Dangerous Substances (Notification and Marking of Sites) Regulations 1990. <p>and, take any other action relating to the Authority's role as Enforcing authority in respect of the Regulatory Reform (Fire Safety) Order 2005.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.15.2 Under the Regulatory Reform (Fire Safety) Order 2005, issue and serve action plans, notification of fire safety deficiencies, and general correspondence including non-statutory reports.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.15.3 Act as authorised signatory for correspondence and documentation relating to the following:-</p> <ul style="list-style-type: none"> • Informal education and advice. • Gaming Act 1968 – Consultation • Licensing Act 2003 – Consultation • Housing Act 2004 – Consultation • Other Consultations 	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>4.16 Administrative Officer – Fire Safety</p> <p>4.16.1 Act as authorised signatory for correspondence and documentation relating to the Licensing Act 2003</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>

<p>5. <u>Planning, Development and Support Directorate</u></p>	<p>FA 18.5.09 Min No 150</p>
<p>5.1 Director of Planning Development and Support & Head of Planning, Development and Support.</p>	<p>DLAICT del. 7.1.6 31/08/09</p>
<p>5.1.1 To take all necessary action within approved budget to ensure that the Organisation discharges its statutory and other responsibilities in relation to:</p>	<p>FA 18.5.09 Min No 150</p>
<ul style="list-style-type: none"> i) health and safety ii) national resilience and civil contingencies iii) representation and decision making at Local Resilience Forums iv) water supplies for operational activity v) hydrant maintenance vi) business continuity 	
<p>5.1.2 Receive and disseminate, as appropriate, security and civil contingencies' information within the organisation, to enable specific risks to be appropriately addressed.</p>	<p>FA 18.5.09 Min No 150</p>
<p>5.2 Group Manager – Resilience and Planning</p>	
<p>5.2.1 Authority to take decisions on behalf of the Organisation, within approved budget, to ensure the Organisation effectively meets its statutory responsibilities as a Category 1 responder.</p>	<p>FA 18.5.09 Min No 150</p>
<p>5.2.2 Authority to take decisions on behalf of the Organisation at Local Resilience Forum Coordination Group meetings.</p>	<p>FA 18.5.09 Min No 150</p>
<p>5.2.3 Authority to approve Business Continuity Management Plans for all Departments of the Organisation.</p>	<p>FA 18.5.09 Min No 150</p>
<p>5.3 Group Manager – Operational Development and Review</p>	
<p>5.3.1 Authority to actively monitor fire service operations and implement corrective action to assist the Authority in meeting its obligations in respect of HSG65.</p>	<p>FA 18.5.09 Min No 150</p>

5.4	Group Manager – Innovation and Improvement	
5.4.1	Approve all relevant documentation relating to operational appliances and equipment to assist the Organisation in discharging its functions under the PUWER Regulations (Provision and Use of Work Equipment Regulations).	FA 18.5.09 Min No 150
5.5	Group Manager – Operational Intelligence	
5.5.1	Authority to gather information relating to risk premises within the Organisation’s area, to assist the Authority in discharging its functions under S.7.2.d of the Fire Services Act 2004.	FA 18.5.09 Min No 150
5.6	Fleet Engineer, Workshop Manager & Workshop Supervisor – Fleet and Engineering Services	
5.6.1	Authorise the mobilisation of ‘on call’ Motor Vehicle Technicians, as appropriate.	FA 18.5.09 Min No 150 DLAICT Del 7.1.6 31.08.09
5.7	Health and Safety Advisor, and in his absence, the Health and Safety Officers	
5.7.1	Authority to undertake investigations involving RIDDOR incidents (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and take decisions on remedial or preventative action, as appropriate.	FA 18.5.09 Min No 150
5.8	Logistical Support Team Manager	
5.8.1	Authority to decide upon the Organisations responsibilities to maintain new water hydrants, the maintenance frequency and programme of existing hydrants and authority to update the SWFRS ‘stock’ register, as appropriate	FA 18.5.09 Min No 150
5.9	Logistical Support Officers	
5.9.1	Power to inspect and maintain fire hydrants within the Organisation’s area, in accordance with Chapter 8 of the Road and Streetworks Act 1991.	FA 18.5.09 Min No 150

5.10 **BA Technician**

5.10.1 Authority to impound breathing apparatus sets following failure during training or at an incident in accordance with Health and Safety (RIDDOR) Regulations.

FA 18.5.09
Min No 150

6. <u>CORPORATE SUPPORT DIRECTORATE</u>	
BUSINESS SUPPORT DEPARTMENT	
6.1 ACO Corporate Support	
6.1.1 Authority to settle insurance claims for loss, damage or personal injury up to a maximum of £50,000 subject to an annual report to the Fire and Rescue Authority on the use of the delegation.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.1.2 To execute and arrange for the sealing of documents on behalf of the Organisation.	FA 18.5.09 Min No 150
6.1.3 To sign any document on behalf of the Organisation.	FA 18.5.09 Min No 150
6.1.4 Approve the commencement of supplies, services or construction work, in exceptional circumstances, prior to the formal conclusion of the contract.	FA 18.5.09 Min No 150
6.1.5 In accordance with the Local Government Act 1972, act as Proper Officer for the preparation, publication and retention of records of decisions taken by or on behalf of the Fire & Rescue Authority.	FA 18.5.09 Min No 150
6.1.6 To make consequential amendments to any of the approved documents of the Organisation to take account of any of the following: i) any change in the job title of any officer ii) the transfer of any of the responsibilities of any officer who has delegated functions, to any other officer iii) any change in structure and responsibilities of the Organisation iv) any change in any other title or name of any officer, organisation, scheme or plan v) subject to consultation with the Treasurer any change in financial limits or authorisation levels (save for major changes which would require the approval of the Fire & Rescue Authority) vi) any changes to the legislation or guidance (including Acts, Measures, Statutory Instruments, Regulations, Orders, Byelaws) where that legislation or guidance is applied, extended, amended, consolidated or replaced vii) in any other case where a minor amendment is necessary to correct a clerical error or (as long as the document remains substantially to the same effect) to keep the document up to date	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09

<p>6.1.7 The power to deal with all matters in respect of land or buildings and structures thereon, including sale, purchases, exchange, leasing, licences, assignments, wayleaves, easements, mortgaging, charging, granting of options or other dealings, subject to:-</p> <p>(i) any statutory restrictions and requirements (ii) Fire & Rescue Authority approval for any sale or lease (iii) such policies, procedures and practices as may be determined by the Authority from time to time.</p>	<p>FA 18.5.09 Min No 150</p>
<p>6.2 Delegations to the ACO Corporate Support and the Head of Business Support</p>	<p>FA 18.5.09 Min No 150</p>
<p>6.2.1 The swearing of affidavits and the making of statutory declarations for the Authority.</p>	<p>DLAICT del. 7.1.6 31/08/09</p>
<p>6.2.2 The institution, prosecution, defence, settlement or opposition in any actual, contemplated or potential legal proceedings in relation to any of the Authority's powers, duties, rights, liabilities, actions or inaction including initiating legal proceedings (to include seeking an injunction) where that action is necessary to protect any interest of the Fire & Rescue Authority, its land or property, or Fire & Rescue Authority Members or officers or where it is expedient to do so in connection with any power, duty, obligation or decision of the Fire & Rescue Authority either criminal or civil.</p>	<p>FA 18.5.09 Min No 150</p>
<p>6.2.3 Power to comply with any direction, order, judgement or decision of any court or tribunal, insofar as it relates to the Organisation.</p>	<p>FA 18.5.09 Min No 150</p>
<p>6.2.4 The issuing and serving of any statutory or other notices in relation to any of the Authority's powers, duties, rights or liabilities.</p>	<p>FA 18.5.09 Min No 150</p>
<p>6.2.5 To take such action as is necessary to secure a planning consent on any land within the ownership or to be acquired by the Authority.</p>	<p>FA 18.5.09 Min No 150</p>

6.2.6	To take all such actions as may be necessary as a result of appeals or applications to Ministers, Courts, Tribunals or any other body in respect of anything done by the Fire & Rescue Authority or a Committee or officer acting in pursuance of delegated powers or against any decision, order, notice, requirement or direction of the Organisation or against any decision or order in legal proceedings to which the Organisation is a party.	FA 18.5.09 Min No 150
6.2.7	Power to determine the terms of any indemnity or guarantee for which the Authority is requested to provide.	FA 18.5.09 Min No 150
6.2.8	To determine if gifts received by employees of the Authority with a market value not exceeding £25.00 should be accepted	FA 18.5.09 Min No 150
6.2.9	To take legal proceedings to recover possession of any Organisation owned property occupied by unauthorised occupiers.	FA 18.5.09 Min No 150
6.2.10	Lodge and proceed with any appeal from an order or decision of a Court, Tribunal, Inspector or other person of competence within any time limit set and report this to the next available meeting of the Fire & Rescue Authority.	FA 18.5.09 Min No 150
6.2.11	To agree to the terms of new contracts, permit sub-contracting, assignments, novations and termination of contracts entered into by the Organisation.	FA 18.5.09 Min No 150
6.3	Head of Business Support & Business Support & Knowledge Manager	
6.3.1	To take any necessary decisions to ensure that the Organisation meets its responsibilities in accordance with Data Protection and Freedom of Information requirements.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.3.2	Acquisition of gift/presentation for awards under the long Service and Award Scheme etc.	FA 18.5.09 Min No 150
6.4	Head of Business Support & Corporate Facilities and Sustainable Development Manager	
6.4.1	In accordance with the waste and environmental Legislation, provide specialist advice, support and guidance to Organisation personnel in matters relating to sustainable development, and maintain links with other agencies to ensure the Organisation effectively meets its statutory responsibilities.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09

6.4.2 Authority to sign Waste Transfer Notes on behalf of the Organisation.	FA 18.5.09 Min No 150
PROPERTY SERVICES DEPARTMENT	
DLAICT del. 7.1.6 31/08/09	
6.5 Head of Property and Major Projects and Strategic Property Manager	
6.5.1 To determine a planned maintenance programme to manage the Organisations property portfolio within the approved budget.	FA 18.5.09 Min No 150
6.5.2 To determine an appropriate programme of inspection and testing of the Organisations assets and equipment to comply with statutory requirements and associated guidance.	DLAICT del. 7.1.6 31/08/09
6.5.3 Following consultation with the ACO Corporate Support approve the commencement of supplies, services or construction work, in exceptional circumstances, prior to the formal conclusion of the contract.	FA 18.5.09 Min No 150
	DLAICT del. 7.1.6 31/08/09
<u>FINANCE DEPARTMENT</u>	
6.6 ACO Corporate Support	
6.6.1 To take all necessary action to ensure that all financial services/activities undertaken by the Organisation satisfy current financial legislation, including the Local Government and Finance Acts, and the Organisation's Contract Standing Orders and Financial Regulations.	FA 18.5.09 Min No 150
6.6.2 Agree virements not exceeding £10,000 per approved budget headings in any financial year.	DLAICT del. 7.1.6 31/08/09
6.6.3 To determine if gifts received by employees of the Authority with a market value not exceeding £25,000 should be accepted.	FA 18.5.09 Min No 150
	DLAICT del. 7.1.6 31/08/09

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6.6.4	Incur expenditure and make payments on behalf of the Organisation including fees and expenses payable to Brokers and Agents.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.6.5	The writing off of bad debts up to the value of £1000 where there is no prospect of recovery.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.6.6	Recovery by legal proceedings of debts owed to the Authority and the settlement of claims where the original amount does not exceed £1,000.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.6.7	Appointment of the Authority's bankers and to open and close any necessary bank accounts following consultation with the Treasurer.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.6.8	Determine and implement suitable paper and electronic financial management systems to efficiently discharge the Organisation's statutory duties.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.6.9	Accept offers of external funding in consultation with the Treasurer or Chief Fire Officer, where appropriate, subject to the details of any such acceptance being reported to a future meeting of the Fire & Rescue Authority.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.6.10	Together with the Procurement Officer, authority to exercise an exemption to the Contract Standing Orders if an unforeseeable emergency involving immediate risk to persons, property or serious disruption to the Organisations services occurs, subject to reporting to the next meeting of the Fire & Rescue Authority.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.7	Head of Finance and Procurement	
6.7.1	Authority to determine, review and revise the level of charges for external services appropriate.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.7.2	Authority to align financial procedures and processes with the Organisation's Financial Regulations and to report to the Director of Corporate Support on any discrepancies or deviations.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09

6.7.3 Approve claims to external funding bodies for recovery of grant or other external funding to the Organisation in accordance with the funding conditions.	FA 18.5.09 Min No 150
6.7.4 Effect appropriate insurance cover for the Organisation and authorise the payment of premiums and the negotiation of all claims.	FA 18.5.09 Min No 150
6.7.5 Implement and maintain the necessary robust financial management systems to protect the Organisation.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.7.6 To determine if gifts received by employees of the Authority with a market value not exceeding £25,000 should be accepted.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.7.7 To arrange the borrowing and investments of the Organisation in such a manner as to comply with the Organisation's approved Treasury Policy and Strategy.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.7.8 Incur expenditure and make payments on behalf of the Organisation including fees and expenses payable to Brokers and Agents.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.7.9 Determine and implement suitable paper and electronic financial management systems to efficiently discharge the Organisation's statutory duties.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.7.10 Approve claims to external funding bodies for recovery of grant or other external funding to the Organisation in accordance with the funding conditions.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.7.11 In accordance with the Organisation's Financial Regulations, power to dispose of surplus plant and equipment valued less than £1,000 and to dispose of surplus or redundant stock.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.7.12 Authority to write off disposal of redundant stock or equipment up to an approved limit.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09

6.8 Systems Accountant	
6.8.1 To take the necessary action to ensure that the Organisation discharges its statutory obligations to HM Revenue and Customs on all matters relating to tax, VAT and National Insurance (including implications for lease cars).	FA 18.5.09 Min No 150
6.8.2 In the absence of the Director of Corporate Support and the Head of Finance and Procurement, assess the Authority's borrowing requirement and arrange and monitor loans for capital expenditure.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.8.3 Take action to maximise the return on the Organisation's investments in accordance with the approved Treasury Management Strategy.	FA 18.5.09 Min No 150
6.9 Capital Accountant	
6.9.1 To arrange the borrowing and investments of the Organisation in such a manner as to comply with the Organisation's approved Treasury Policy and Strategy.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.9.2 In accordance with the Organisation's Financial Regulations, power to dispose of surplus plant and equipment valued less than £1,000 and to dispose of surplus or redundant stock.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
6.10 Exchequer Services Manager	
6.10.1 Authorise all invoices for payment in accordance with approved procedures.	FA 18.5.09 Min No 150
6.10.2 Authorise the weekly 'cheque run' in accordance with approved procedures.	FA 18.5.09 Min No 150
6.10.3 Submit claims to external funding bodies for recovery of grant or other external funding to the Organisation in accordance with the funding conditions.	FA 18.5.09 Min No 150
6.11 Senior Procurement Officer	
6.11.1. Approve electronic tendering system(s) as appropriate.	FA 18.5.09 Min No 150

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<p>6.11.2 Together with the Director of Corporate Support, authority to exercise an exemption to the Contract Standing Orders if an unforeseeable emergency involving immediate risk to persons, property or serious disruption to the Organisations services occurs, subject to reporting to the next meeting of the Fire & Rescue Authority.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
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<p>7. MONITORING OFFICER</p> <p>Delegations to the ACO Corporate Support as Monitoring Officer, and in his/her absence the Head of Business Support as Deputy Monitoring Officer.</p> <p>7.1 To perform the role of Monitoring Officer in accordance with the provisions of section 5 and 5a of the Local Government and Housing Act 1989 or other recommended guidance and in particular to report to the Fire & Rescue Authority on any proposal, decision or omission by the Fire & Rescue Authority, its committees or officers or other bodies on which it is represented which has given rise to or is likely to give rise to:</p> <ul style="list-style-type: none"> a. a contravention of law or any code of practice made or approved by or under any enactment b. such maladministration or injustice as would fall within the investigation remit of the Public Services Ombudsman <p>7.2 To receive the following:</p> <ul style="list-style-type: none"> 7.2.1 notification of the appointment of a Member by a constituent Authority 7.2.2 resignation by a Member 7.2.3 notices under the Fire & Rescue Authority's approved Code of conduct for Members 7.2.4 notices under the Local Government (Committees and Political Groups) Regulations 1990 7.2.5 declaration by a Member to observe the Fire & Rescue Authority's approved Code of Conduct for Members 	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p> <p>FA 18.5.09 Min No 150</p> <p>FA 18.5.09 Min No 150</p>
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8.	<u>TREASURER</u>	
8.1.	To perform the role of Treasurer in accordance with the South Wales Fire & Rescue Service (Combination Scheme) Order 1995, Section 151 of the Local Government Act 1972, Section 112, 113 and 114 of the Local Government Finance Act 1988, Local Government & Housing Act 1989 and the Accounts and Audit Regulations (Wales) 2005.	FA 18.5.09 Min No 150
8.2	Determine and issue the constituent authorities' contributions.	FA 18.5.09 Min No 150
8.3	Determine the accounting policies, procedures, records and systems for the Organisation and approve any amendments thereto.	FA 18.5.09 Min No 150
8.4	Secure the provision of treasury management services.	FA 18.5.09 Min No 150
8.5	Authority to enter into credit arrangements on behalf of the Organisation.	FA 18.5.09 Min No 150
8.6	Report any potentially unlawful decision on expenditure within the Organisation on expenditure.	FA 18.5.09 Min No 150
8.7	In accordance with the Financial Regulations of the Organisation and following consultation with the Chief Fire Officer approve virements between £50,000 and £100,000 providing that the Chairperson or Vice Chairperson of the Organisation is notified of all virements in excess of £50,000.	FA 18.5.09 Min No 150
8.8	In accordance with the Financial Regulations to write off of bad debts where there is no prospect of recovery subject to a periodic report to the Finance, Audit and Performance Management Committee.	FA 18.5.09 Min No 150
8.9	Settle, subject to discussion with the ACO Corporate Support, any uninsured claim against the Authority up to £50,000 subject to an annual report to the Fire & Rescue Authority on the use of this delegation.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09

<p>9. PEOPLE SERVICES DIRECTORATE</p>	
<p>9.1 ACO People Services</p>	
<p>9.1.1 To appoint to and maintain the establishment and posts within it to ensure adherence to the approved salaries budget and to ensure the approved vacancy factor is met.</p>	<p>FA 18.5.09 Min No 150</p> <p>DLAICT del. 7.1.6 31/08/09</p>
<p>9.1.2 To take all necessary decisions to implement, administer, amend and review practices, policies, procedures and protocols on employment arrangements within the Organisation to accord with statutory requirements.</p>	<p>FA 18.5.09 Min No 150</p>
<p>9.1.3 Authority to deal with all matters relating to the appointment (including the method of appointment), transfer, suspension, dismissal, grievances, pay, promotion, recruitment and terms of conditions of service of all staff, including negotiations with representative bodies.</p> <p>Note: In the case of disciplinary action in relation to the Head of Paid Service, Monitoring Officer and Treasurer, General Standing Order 17 applies.</p>	<p>FA 18.5.09 Min No 150</p>
<p>9.1.4 Authority to deal with individual cases of early retirement and/or voluntary redundancy, subject to the approval of the Chief Fire Officer and Treasurer with regards to the financial aspects of the proposals.</p>	<p>FA 18.5.09 Min No 150</p>
<p>9.1.5 In exceptional circumstances authority to re-employ staff with particular knowledge, skills and expertise, on temporary non-uniformed contracts following retirement, subject to no new contract being issued until an individual has retired from the Service and the relevant statutory period has expired between the date of retirement and the commencement of the temporary contract.</p>	<p>FA 18.5.09 Min No 150</p>
<p>9.1.6 Authorisation of Casual User Allowance, Essential User Allowance, Car Leasing or Assisted Car Purchase Loans (in consultation with the Chief Fire Officer).</p>	<p>FA 18.5.09 Min No 150</p>
<p>9.1.7 Review and authorise extensions of sick pay allowances and Occupational Health Private Treatment and submit an annual report on such action to the Fire & Rescue Authority.</p>	<p>FA 18.5.09 Min No 150</p>

9.1.8	In accordance with the Financial Standing Orders, hold a list of specimen signatories in respect of claims for payment of car allowances, subsistence allowances and travelling and incidental expenses and ensure the list is maintained up to date.	FA 18.5.09 Min No 150
9.1.9	Consider and determine applications from employees regarding secondary employment in accordance with the policy of the Organisation.	FA 18.5.09 Min No 150
9.1.10	In accordance with Financial Regulations to approve virements between pay budgets.	FA 18.5.09 Min No 150
9.1.11	Authority to pay salaries, wages, allowances or other emoluments, and to make any necessary deductions to existing and former employees and Fire & Rescue Authority Members in accordance with approved procedures.	FA 18.5.09 Min No 150
9.1.12	Make payments for income tax, national insurance, superannuation and other deductions to the relevant organization.	FA 18.5.09 Min No 150
9.1.13	Determine the appropriate rates of subsistence for duties abroad.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
9.1.14	In the absence of the Chief Fire Officer or ACO Corporate Support, execute and arrange for the sealing of documents on behalf of the Organisation.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
9.1.15	In the absence of the Chief Fire Officer or ACO Corporate Support, sign documents on behalf of the Organisation.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
9.2	ACO People Services & Head of Human Resources	
9.2.1	Appointment of temporary, permanent and agency staff and determination of probationary periods.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
9.2.2	Extensions of service beyond normal retirement age for all non-uniformed staff.	FA 18.5.09 Min No 150

9.2.3	Determination of applications for time off for Trade Union duties and activities in accordance with Conditions of Service and ACAS Code of Practice.	FA 18.5.09 Min No 150
9.2.4	Determination of applications for loans in lieu of sick pay allowances in cases where third parties are highly likely to be liable for cost to the Organisation.	FA 18.5.09 Min No 150
9.2.5	Authorising honoraria payments within the approved budget.	FA 18.5.09 Min No 150
9.3	Human Resources Manager (Learning and Development)	
9.3.1	Authority to determine requests to attend courses, seminars and conferences (T1 forms) within approved budget	FA 18.5.09 Min No 150
9.4	Senior Physical Training Advisor and Physical Training Advisor	
9.4.1	In consultation with the Occupational Physician, determine appropriate fitness testing protocols for Service employees.	FA 18.5.09 Min No 150
9.5	Payroll Manager, or in his/her absence the Senior Payroll Officer	
9.5.1	Take all necessary action to ensure that the Service is operating in line with current legislation and the National/Local Terms and Conditions of Service for Fire Service employees, in respect of payroll activities.	FA 18.5.09 Min No 150
9.5.2	Approve deductions from pay in authorised areas when requests are received from staff.	FA 18.5.09 Min No 150
9.6	Resolution Officer	
9.6.1	Authority to conduct any investigation as requested to include disciplinary, grievances and equality investigations or investigation into complaints against any member of the service.	FA 18.5.09 Min No 150
9.7	Group Manager 'B' – Training and Development	
9.7.1	To take the necessary action within approved budget to ensure the Organisation discharges its statutory responsibilities under the Fire and Rescue Services Act 2004 in relation to training and development.	FA 18.5.09 Min No 150

9.7.2 Chair the Joint Management Board with the Private Partner and make decisions on behalf of the Authority in relation to the development of strategy for delivering training.	FA 18.5.09 Min No 150
9.7.3 Manage the Training and Development function to ensure discharge of the Organisation's responsibilities in relation to training and development needs and relevant Health and Safety Legislation.	FA 18.5.09 Min No 150
9.8 Watch Manager /General Instructor – Training and Development	
9.8.1 Authority to assess competence against designated standards and frameworks.	FA 18.5.09 Min No 150
9.9 Occupational Health Physician	
9.9.1 Authorise Occupational Health Private Treatment subject to the Director of Human Resources submitting an annual report on such action to the Fire & Rescue Authority.	FA 18.5.09 Min No 150

10. <u>Communications Directorate</u>	
10.1 Media and Communications Manager	FA 18.5.09 Min No 150
10.1.1 Authorise media interviews on behalf of the Organisation and determine priorities in connection with media campaigns.	DLAICT del. 7.1.6 31/08/09
10.1.2 In accordance with the requirements of the Data Protection Act and Copyright Agreements, ensure the quality and timely publication of material, and amendment of such material as necessary.	FA 18.5.09 Min No 150
10.2 Welsh Language Officer	
10.2.1 Authority to monitor the implementation of the Welsh Language Scheme within the Organisation.	FA 18.5.09 Min No 150
10.2.2 Take all necessary action within approved budget to assist the Organisation in discharging its responsibilities under the Welsh Language Act 1993.	FA 18.5.09 Min No 150
10.2.3 Represent and make decisions on behalf of the Organisation at the Welsh Language Officers National Forum and CFO Welsh Language Sub Group.	FA 18.5.09 Min No 150
10.3 Diversity Officer	
10.3.1 Authority to monitor the implementation of the Organisation's Equality and Diversity Plans.	FA 18.5.09 Min No 150
10.3.2 Take all necessary action to assist the Organisation in discharging its responsibilities under Equalities and Diversity legislation.	FA 18.5.09 Min No 150
10.4 Head of ICT Services	
10.4.1 The provision of ICT equipment for the Service.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09
10.4.2 The maintenance, development, implementation, review and amendment of ICT systems and procedures to meet the needs of the Organisation within budgetary provision.	FA 18.5.09 Min No 150 DLAICT del. 7.1.6 31/08/09